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WORKERS' EDUCATION PAMPHLET SERIES — No. 3

# HOW TO RUN A UNION MEETING

By PAUL BLANSHARD  
Secretary, Rochester Labor College

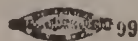


*Abraham Lincoln studied by firelight*



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## FOREWORD

The Trade Union meeting is a vast schoolroom; experience is its great teacher. In the conduct of a union meeting; in the arguments on resolutions; in the decisions on trade union policy, and on public questions, there is valuable educational experience for those who take part. We learn by doing whether it be running a lathe, driving an automobile or running a union meeting.

Many good union members hesitate to take a more active part in the union's affairs because they don't fully understand the principles. They decline positions of official responsibility because they don't feel qualified to conduct a meeting. They know how smoothly business can be transacted with a competent chairman, and how slow and confusing it may become with an inefficient chairman. Much valuable time is lost and unnecessary friction arises because the simple parliamentary procedure is not known. Yet parliamentary law necessary to conduct a meeting is not difficult; and can be explained very simply.

In response to the request for such a simple explanation this pamphlet has been prepared for trade unionists. The rules in this pamphlet are based in nearly every instance upon Robert's Rules of Order which is the standard on parliamentary procedure used by the great majority of trade unions in this country. If you wish to go into this subject more thoroughly it may be well to buy a copy of Robert's Rules of Order. The object of

this pamphlet has been to simplify the procedure of an ordinary union meeting by omitting some of the more complex and unnecessary features of parliamentary law.

In addition to mastering the contents of this pamphlet it is well to point out that the union member who plans out in his mind the speech he is to make on the floor, is going to be the most effective in argument. Think before you speak is good advice. It may be helpful in planning your speech to list your points. Number them 1, 2 and 3. It will become unnecessary after a time. Trade Unionists will find "Joining in Public Discussion" by Prof. Sheffield of great assistance. This book can be obtained directly from the Workers Education Bureau.

The Workers Education Bureau of America was organized in the Spring of 1921 to unify the separate experiments in American workers' education and to give them the strength that comes from a consciousness of co-operative effort. A good deal of sharing of views has been possible through this agency. The Bureau will gladly supply information whenever asked.

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### HINTS FOR THE FINANCIAL SECRETARY.



## **1. How to Start the Meeting**

To start the meeting the chairman should rise and say: The meeting is called to order. The secretary will read the minutes of the last meeting.

If there is no chairman present, the meeting should be called to order by the vice chairman. If neither of these officers is present the secretary, treasurer or some leading member should take the chair and say:

Nominations are now open for a temporary chairman for this meeting.

Brother Adams—I nominate Brother Kennedy.

Brother Baker—I nominate Brother Stein.

Brother Stein—I decline.

The Chairman—Are there other nominations? (After a pause) I hear none. Unless there is objection I will declare Brother Kennedy temporary chairman. Hearing no objection it is so ordered. Brother Kennedy, will you please take the chair. (The temporary chairman of a meeting must give the chair to the regular chairman when he arrives.)

## **2. The Order of Business**

The chairman should have on his desk a list called "The Order of Business," telling what reports and motions come first. Many unions have their own order of business as part of their laws. If your Union has no special order of business, then use the following:

Meeting called to order.

Minutes of last meeting.

Reports of regular committees and officers.

(In many unions these include reports by shops, districts, and business agents. There should be a regular order for these reports.)

Reports of Special Committees.

Unfinished business.

New Business.

Good and Welfare.

(Under Good and Welfare come miscellaneous speeches, organizer's talks, etc. The chair has the right to put a time limit on such speeches unless there is objection.)

### **3. Reading and Correcting the Minutes**

The secretary should read the minutes without interruption. If there are any corrections to be made, they should be made after he has finished reading. When the secretary has finished the chairman should say:

Are there any corrections or additions to the minutes?  
If not they stand approved.

(See the latter part of this pamphlet for hints concerning the writing of minutes.)

### **4. Reports of Committees and Officers**

All the detailed business of a large union should be done by committees. For example, the record of any new workers asking admission to the union should be considered first by the Membership Committee, the small bills of the union should be reviewed by the Finance Committee. If committees are not created to do this work,

the entire time of the Union at regular meetings may be consumed by fussing and quarreling over non-essentials.

All reports should be as brief as possible. If they are concerned with anything important, they should be written.

A report should be handled as follows:

The Chairman—Has the Finance Committee a report to make?

Brother Welsh—The Finance Committee has reviewed the following bills and recommends that they be paid:

1. Bill of John Powers for \$10 for repairing the roof of union hall.
2. Bill of the Eagle Hardware Co., for miscellaneous supplies, \$4.64.
3. Bill of Park Band for music on May Day, \$110.

The Chairman—You have heard the report of the Finance Committee. What is your pleasure? (Or—What action do you wish to take on this report?)

Brother Cohen—I move that the report be accepted.

The Chairman—Is the motion seconded?

Brother Barnes—I second the motion.

The Chairman—The motion is made and seconded that the report of the Finance Committee be accepted. Is there any discussion?

Brother Zink—I have no objection to the first two bills reported by the committee but I want to protest against the payment of \$110 to the Park Band. (Brother Zink then explains why he objects to the payment of this money.) I make an amendment to the motion that we accept the report of the Finance Committee with the exception of the Park Band Bill.

Brother Carr—I second the amendment.

The Chairman—The amendment is made and seconded that the Report of the Finance Committee be accepted with the exception of the Park Band Bill. Is there any discussion? If not, I will put the amendment. All those in favor of the amendment will say Aye. Opposed, No. The amendment is carried. Do you wish to take any further action on this report?

Brother Welsh—Since the union has refused to pay the Park Band Bill of \$110, I move that the treasurer be authorized to settle the bill, if possible, for \$75.

Brother Jones—I second the motion.

The Chairman—The motion is made and seconded that the treasurer be authorized to settle the Park Band bill for \$75. Is there any discussion? (Discussion follows.) All those in favor of the motion will say Aye. Opposed, No. The motion is carried. Has the Membership Committee a report to make, etc.?

If the report of a committee is not likely to have any opposition, it is not necessary to have a formal motion for its adoption. The chairman can receive it in the following manner :

You have heard the report of the Finance Committee. Are there any objections? If not, the report is accepted.

When the report of a committee of the union is accepted, it means that every action recommended by the report is agreed to.

If there are a number of recommendations in a report it is often best to take up the report seriatim (pronounced seer-i-ay-tim), that is point by point. In such a case the chairman acts as follows :

The Chairman—You have heard the report of the membership committee recommending ten names for mem-

bership. Unless there is objection, we will consider this report seriatim. The secretary will read each name and if there is objection, a vote will be taken upon that name.

Sometimes letters and reports upon which the union does not wish to act are brought in. In that case the chairman should say :

If there is no objection the report will be received and filed.

## **5. Unfinished and New Business**

When a motion has been left suspended at the end of a meeting, it comes up at the next meeting under unfinished business. Such motions, however, are very unusual in most union meetings.

When all reports of committees have been disposed of and unfinished business has been completed, the chairman calls for new business.

Under this head any member is entitled to make almost any motion concerning the activities of the Union.

## **6. How to Make a Motion**

If you wish to make a motion always rise and say : Mr. Chairman.

You have no right to begin to talk until the chairman recognizes you by speaking your name, or nodding to you. The chairman should recognize the first person who rises, but he is not obliged to do this if he has special reasons for recognizing someone else.

Make a motion in the following way :

I move that this union sends \$1000 to the striking miners of West Virginia.

Do not say—I move *you*.

If you wish to speak on the motion, you can begin with your remarks and end your speech with the motion that you want the union to adopt. In this case the chairman has the right to stop you and ask what you are talking about. You should reply that you have a motion to make and that you are presenting the reasons for making this motion.

## **7. How the Chairman Should Receive Motion**

The chairman should always do four things when a motion is made:

1. Repeat the motion.
2. Call for a second (if the motion has not already been seconded.)
3. Call for discussion (unless the motion is undebatable).
4. Put the motion to a vote.

For example:

The Chairman—The motion is made that we send \$1000 to the striking miners of West Virginia. Is the motion seconded?

Brother Doan—I second the motion. (It is not necessary to rise to second a motion. If a motion is not seconded, it is automatically killed.)

The Chairman—You have heard the motion and second. Is there any discussion?

(Discussion then follows after which the chairman puts the question to a vote as follows:)

The Chairman—Does anyone else wish to discuss this motion? If not, we will vote on the motion which is that this union send \$1000 to the striking miners of

West Virginia. All those in favor will say Aye. Opposed, No. The motion is carried.

If there is any doubt as to the result of the vote the procedure is as follows :

The Chairman—The vote is uncertain. All those in favor of the motion will rise (or hold up their hand). I count 25 votes in favor of the motion. Be seated. Now those opposed to the motion please rise. I count 26 votes. The motion is lost.

When a vote on a motion is uncertain, any member has the right to demand a division of the house. The chairman has no right to refuse to put the motion to such a test. If any member believes that the chairman has given a wrong estimate of the vote, he should proceed as follows :

Brother Senosky—Mr. Chairman, I call for a rising vote.

The Chairman—Since this is a very important vote, I will appoint Brother Jay and Sister MacDonald to act as tellers. All those in favor of the motion will rise and remain standing until the tellers have finished counting. Now all those opposed will please rise. The tellers will report the vote.

Brother Jay—The vote stands 27 for the motion and 26 against.

The Chairman—The motion is carried.

## **8. What the Chairman Cannot Do**

A tyrannical chairman will sometimes declare a motion out of order simply because he is opposed to it. The chairman has no right to declare a motion out of order unless some other motion has the floor, or unless the motion directly contradicts some action which the union

has just taken, or unless the motion violates specifically some clause in the union's constitution, by-laws or order of business. No matter how foolish a motion may seem to the chairman, he has no right to declare it out of order unless it violates parliamentary law.

If a member makes a motion at the wrong time, the procedure is as follows:

The Chairman—The motion is out of order. We are now under reports of committees and the motion has nothing to do with the report of the Membership Committee which we are discussing. You may bring up your motion under new business.

## **9. Defeating a Motion**

Usually the quickest way to defeat a motion is to table it. The motion to lay another motion on the table requires only a majority vote, and since it is not debatable, the chairman is obliged to call for a vote as soon as some member has gained the floor and moved to table.

The procedure is as follows:

Brother Parr—I move that this union endorses the Republican Party at the coming election.

Brother Michelson—I second the motion.

The Chairman—You have heard the motion that this union endorse the Republican Party in the coming election. Is there any discussion?

Brother Jarvis—I believe that this motion should not be discussed at this time. I move to lay the motion on the table.

Brother Moore—I second the motion.

The Chairman—The motion is made to table the original motion.

Brother Parr—I am opposed to this motion to table—

The Chairman—You are out of order. Please sit down.

The motion to table is undebatable and must be put to a vote at once. All those in favor of tabling the motion to endorse the Republican Party will say Aye. Opposed, No. The motion is tabled.

## **10. Discussing a Motion**

The following rules should be applied to the discussion of a motion:

1. No member has the right to discuss a motion twice while some other member wants the floor.
2. The person who makes a motion is usually given the last word in discussing it, if he wishes to speak twice.
3. Speak to the point. Otherwise the chairman can call you to order.
4. Do not talk to an opponent in arguing a question on the floor. Talk to the audience.

If the discussion of a motion or report drags too long any member who wants the vote taken immediately can call "Question" without rising from his seat, provided no other member has the floor. This is only a reminder to the chairman that some members are impatient to get the discussion over with. The chairman may then say:

The question is called for. Is there any more discussion? If not, all those in favor, etc.

## **11. The Previous Question**

The chairman cannot stop discussion in this way if some member wishes the floor. The best way to stop discussion if some members want the floor is to move the previous question. This motion means to stop debate. It

has nothing to do with the motion previously before the house. It requires a two-thirds vote to pass it and it cannot be discussed. If it is passed, the chairman must immediately put to a vote the motion which is being discussed. The procedure is as follows:

The Chairman—The motion is made and seconded that we send a delegation to the Labor Day Celebration in Chicago. Is there any discussion?

(Discussion then follows.)

Brother Frank—I move the previous question. (This is the same thing as saying—I move to close debate.)

Brother Dewey—I second the motion and I want to speak in favor of closing this discussion. I—

The Chairman—You cannot discuss this motion. The previous question has been moved and seconded. All those in favor of the previous question say Aye. Opposed, No. The chair is in doubt. All those in favor of the previous question will rise. Be seated. Opposed rise. The vote stands 29 to 9. The previous question is carried. I will put the main motion to a vote. All those in favor of the motion that we send a delegation to the Labor Day celebration in Chicago will say Aye. Opposed, No. The motion is lost.

## 12. Making a Point of Order

A point of order can be made only when the chairman or some member is violating a rule of parliamentary law. For example, if some member is not talking about the motion under consideration, another member can rise and say—Mr. Chairman, I rise to a point of order (or—A point of order, Mr. Chairman). If the chairman is debating a motion from the chair, the member has a right

to call him to order in this way. But no member has a right to make a "point of order" simply because he believes that another member is not telling the truth on the floor. The "point of order pest" is the man who is always interrupting his opponents with a fake point of order. He should be sternly suppressed if the chairman wants to maintain an orderly meeting.

The real point of order is always in order even when another member has the floor. For that reason it should be used carefully. An illustration of the right and wrong use of the point of order follows:

Brother O'Brien—I am in favor of this agreement motion because it will mean the continuation of our agreement with the manufacturers for another three years. This will—

Brother Carhart—Mr. Chairman, a point of order.

The Chairman—Please state your point of order.

Brother Carhart—This agreement will not mean the continuation of the agreement for three years as Brother O'Brien says because the manufacturers are double crossing us and—

The Chairman—Brother Carhart, you are not making a point of order. You are stating an opinion about the motion. Please sit down and give Brother O'Brien the floor.

Brother O'Brien—These people who think they know everything ought to rent their brains to the manufacturers. Brother Carhart is a brother-in-law of the lawyer who writes the agreement for the manufacturers and—

Brother Carhart—A point of order, Mr. Chairman.

The Chairman—Please state your point of order.

Brother Carhart—O'Brien is not discussing the motion. He is dragging in personal gossip which has no place on the floor.

The Chairman—Your point of order is well taken. Brother O'Brien, you will confine yourself to discussing the motion or I will rule you off the floor.

In rare instances when the chairman is domineering or when he is ignorant of parliamentary law it is necessary for the assembly to overrule his decision. This is done by appealing from the decision of the chair immediately after the chairman has announced a decision. The person who makes the appeal from the decision of the chair should first state his reasons for differing with the chairman, then the chairman should state his case and call for a vote, putting his own side first in the vote.

For example:

Brother Canby—I move that this union should go on record in favor of establishing a Labor College in this city.

The Chairman—The motion is out of order because this union already has an educational committee.

Brother Canby—The mere fact that we have an educational committee does not mean that we cannot have a Labor College. My motion is certainly in order.

The Chairman—Your motion is out of order.

Brother Canby—I appeal from the decision of the chair.

The Chairman—Please state the reasons for your appeal.

Brother Canby—(Presents his reasons briefly.)

The Chairman—(Rising in his place) I will now state my reasons for ruling Brother Canby's motion out of order, etc. I will now put the appeal to a vote. All those in favor of sustaining the decision of the chair

will say Aye. Opposed, No. The noes have it. The appeal is sustained. (A majority vote decides the question.) The motion of Brother Canby is recognized.

The chairman does not have to leave the chair during an appeal and he does not have to give up the chair to somebody else if he loses.

### **13. Rescinding a Motion**

If the members of the union realize that they have adopted a foolish motion or voted too hastily, the quickest way to undo their action is to rescind the objectionable motion. Any motion can be rescinded at any time by a two-thirds vote, but it is illegal for the union to rescind a contract after it has been signed or to attempt to reinstate an expelled officer or member by rescinding the motion to expel. An expelled officer or member can regain his old place only by election.

Any member can make the motion to rescind. Under some circumstances a motion can be rescinded by majority vote. A motion passed at one meeting can be rescinded at the next meeting by majority vote if the members have been notified at the first meeting that an attempt will be made at the next meeting to rescind.

(The motion to reconsider has been omitted from this pamphlet since the same purpose can be accomplished by the motion to rescind. The motion to rescind throws the whole question open to discussion again.)

### **14. Amending a Motion**

The most important thing to remember about making an amendment to a motion is that the amendment is voted

upon *first*. Then if the amendment does not cover the ground of the original motion, the main motion is voted on separately.

A motion can be amended once and the amendment can be amended once, so that the meeting may be considering at one time a motion, an amendment and an amendment to the amendment. An amendment is made as follows:

Brother Moore—I move that the union pay \$15 a week strike benefit to all members now on strike.

Brother Koren—I second the motion.

The Chairman—The motion has been made and seconded that the union shall pay \$15 a week strike benefit to all its members now on strike. Is there any discussion?

Brother McMahon—I wish to amend the motion to read \$15 for men and \$10 for women strikers.

Brother Frity—I second the amendment.

The Chairman—The amendment has been made and seconded that the union pay \$15 to men and \$10 to women strikers. Are you ready for the question?

Sister Dubin—I wish to amend the amendment to read \$12.50 for men and \$12.50 for women.

Sister Green—I second that amendment.

The Chairman—The amendment to the amendment has been made and seconded that the union pay \$12.50 to both men and women strikers. Is there any discussion?

(Discussion here follows on the whole question, including both amendments.)

The Chairman—We will vote first on the amendment to the amendment that we pay each striker \$12.50. All

those in favor of this amendment will say Aye. Opposed, No. The amendment to the amendment is lost. We will vote now on the amendment that the union pay \$15 to men strikers and \$10 to women. All those in favor will say Aye. Opposed, No. The amendment is carried. Is there any further new business?

(In this case the amendment covers the subject under discussion so it is unnecessary to vote on the original motion after the amendment is carried. If the amendment had been lost the procedure would be as follows:

The Chairman—The amendment is lost. We will now vote on the original motion that the union pay \$15 strike benefit to all members now on strike. All those in favor will say Aye. Opposed, No. The motion is lost.)

An amendment to an amendment to an amendment is out of order. A substitute is the same as an amendment and the same rules apply to it. For example, suppose that after the above amendment to the amendment has been made the following action takes place:

Brother Wellman—I wish to make a substitute proposal for the amendment and the amendment to the amendment. I move that the Board of Directors shall decide each individual appeal for strike benefits on its merits, with a maximum strike benefit of \$17 and a minimum of \$5.

The Chairman—Your substitute is out of order since there are already two amendments on the floor.

An amendment must not contradict a motion directly, that is, to say, it must not be equivalent to voting No on

the motion. But an amendment can entirely change the nature of the action proposed in the original motion.

The following is an example of an amendment that is out of order :

Sister Johns—I move that we equip the financial office with ten new chairs.

Brother Wall—I second the motion.

The Chairman—The motion has been made and seconded that we equip the financial office with ten new chairs. Is there any discussion?

Brother Reed—Mr. Chairman, I wish to amend the motion to read that we leave the office furniture as it is.

The Chairman—The amendment is out of order because it is the same thing as voting No on the motion.

The following is an example of an amendment that is in order although it defeats the purpose of the original motion :

Brother Hilden—I move that the business agents shall be elected at the next meeting of this local.

Brother Robbins—I second the motion.

The Chairman—The motion has been made and seconded that we elect business agents at the next local meeting. Is there any discussion?

Sister Ford—Mr. Chairman, I move to amend the motion to read that we give power to our manager to appoint business agents for a term of one year beginning the first of June.

Brother Moscovitz—I second the amendment.

The Chairman—The amendment has been made, etc.

This amendment is in order because it proposes an alternative way of solving the same problem.

## **15. Sending A Motion to a Committee**

Many things are brought up in a union meeting which should be referred to the appropriate committee in order to save time and useless discussion. The quickest way to dispose of such business is for the chairman to act:

The Chairman—If there is no objection this matter will be referred to the Membership Committee. Hearing none it is so ordered.

If there is any objection, it is necessary to pass a motion referring the matter to a committee.

## **16. Withdrawing and Changing a Motion**

If the mover of a motion wishes to withdraw that motion, the procedure is as follows:

Brother Dix—Mr. Chairman, I wish to withdraw the motion which I made.

The Chairman—Brother Dix wishes to withdraw his motion. Is there any objection? Hearing none it is so ordered.

If there is any objection to withdrawing a motion, the question of withdrawal must be put to a vote.

If the mover of a motion wishes to accept a proposed amendment as part of his motion, he may rise and say: Mr. Chairman, I accept the amendment as part of my motion.

If there is no objection, the motion is presented as amended.

## **17. Repeating a Motion**

A motion which has been defeated cannot be brought up for discussion again at the same meeting, but it may be repeated at any future meeting.

## 18. Elections

Most unions have rules in their constitution telling the members how to elect officers. Each local union should observe these rules carefully.

Nominations are usually made orally. Elections should be by ballot if there is more than one nominee for each office, but each organization can adopt its own policy.

In placing a member in nomination it is necessary to rise and say:

Mr. Chairman—I nominate Brother Kahn.

No second is required for a nomination. If nominations and elections are held at the same meeting, the procedure is as follows:

The Chairman—Nominations are now open for president.

Brother Doan—I nominate Sister Carter.

(The secretary should write down the name of each nominee.)

Brother Herman—I nominate Brother Gage.

Brother McBride—I nominate Brother Quinn.

The Chairman—You have heard the nominations for president. Are Brother Gage, Sister Carter and Brother Quinn willing to accept the nominations?

Sister Carter—I decline the nomination.

The Chairman—Sister Carter has declined the nomination. Brother Gage and Brother Quinn are left in the field. Are there any other nominations?

Sister Good—I move that nominations be closed.

Brother Daggett—I second the motion.

The Chairman—The motion has been made and seconded that nominations be closed. All those in favor will

say Aye. Opposed, No. The motion is carried. We will proceed to the election of a president. I will appoint Brother Jaffe and Sister Wolfe as tellers. The tellers will please pass the ballots at this time. Each member should vote for one candidate. The nominees are Brother Gage and Brother Quinn.

The tellers should collect the ballots and count them, reporting the result to the chairman who announces the winner. In case of a tie, the vote must be taken over again. The chairman has the right to break a tie vote and cast the deciding vote when the vote is taken orally, but when the voting is by ballot he should cast his ballot with the others.

A majority vote is necessary to elect an officer unless the union has made a different rule. A majority vote is more than half of all the votes cast for an office. If there are three candidates in the field, for example, and Brother A has 29 votes, Brother B 24 votes and Brother C 9 votes, it is necessary to have a new ballot with Brother A and Brother B as the candidates. When 50 votes are cast one candidate must receive 26 or more to be elected. Only the two highest candidates should remain in the voting after the first ballot.

Many unions, however, provide that the candidate receiving the highest vote shall be elected, whether he has a majority or not.

## **19. Adjournment**

The motion to adjourn can be made at almost any time that a member gets the floor. It is not debatable, so it must be put to a vote at once.

## 20. How to Write the Minutes

The recording secretary of every labor meeting should take down the minutes of that meeting. The minutes include all the motions passed at such a meeting and all the reports submitted.

The minutes should be brief and exact in wording so that there cannot be misunderstanding. They should never express the personal opinion of the secretary or any other official: they should be an impartial record of the action taken at a meeting.

It is best for the secretary to make a rough draft of the minutes while business is going on and copy the draft afterwards into the minute book. For this purpose ink should be used and the minutes signed and dated by the secretary. It is important to preserve minutes since they are accepted as the official record of the organization in case of legal difficulties. Do not include discussion in the minutes; simply record the motions and reports.

Minutes should be recorded as follows:

### *Minutes of the Meeting of October 21st, 1922*

The meeting of Local 287 was called to order by President Lippa. The minutes of the last meeting were read and approved.

#### Report of the Finance Committee

Recommended that the following bills be paid:

J. Dodd and Co., for office file—\$75.00.

Salaries for week ending Oct. 21st—\$147.00.

Report accepted.

#### Report of the Grievance Committee

Recommended that Brother J. Spitzbergen be fined \$25 for calling Manager Jones a liar in the presence of an

employer. Amendment made that Brother Spitzbergen be fined \$50 for this offense. Amendment lost. Original recommendation carried.

#### Report of Membership Committee

Recommended that the following workers be admitted to the organization upon payment of the initiation fee: Sam Robbins, Carry Weinstein and Ethel Coulter.

Amendment made that Sam Robbins be rejected. Amendment to the amendment made that Sam Robbins be required to appear before the Membership Committee and explain why he acted as a scab in the Kahn-Lang strike. Amendment to the amendment lost. Amendment carried. Original recommendation carried.

#### New Business

Motion made that the local subscribe in a body to the Labor Clarion at the rate of 50 cents a year for each dues paying member. Carried.

Motion made that our national president be censured for his address before the National Forum Association in New York. Motion lost.

National Organizer Harry Dearborn addressed the meeting on the situation in the coal strike and the Buffalo trolley strike. He brought assurances from the national office that three new national organizers would be sent into this territory before Christmas to conduct a campaign among unorganized workers.

Motion made that the national office be asked to send organizers here before December 1st. Carried.

Meeting adjourned at 10 P. M.

A motion may be stricken off the minutes by  $\frac{3}{4}$  vote. In such a case, the motion is not mentioned by the secretary when writing his minutes, unless it had already been

recorded at a previous meeting. In this case, the secretary repeats the original motion in the minutes and records the fact that it has been ordered expunged.

### *Motions Which Cannot Be Discussed*

Adjourn.

Close Nominations.

Lay on the Table.

Objection to the Consideration of a Question.

Previous Question and all motions limiting debate.

Motions relating to Methods of Voting as, for example, a motion to have a ballot vote.

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### **Hints for the Financial Secretary**

Different unions have different methods of handling their money. If your union has not already told you how to handle the money, the following suggestions may be helpful.

1. The money that is received in the form of union dues and assessments should be entered immediately in a Day Book showing the name of each member, the amount paid and the month or week for which it is paid. This Day Book should have duplicate sheets with carbon paper and the duplicate sheets should be sent to the office of the national union at least once a month. In this way the local and the national union have a record of every penny as it is taken in.

The record of each member can be transferred later to a ledger or card catalogue as a permanent record.

2. All money received should be deposited the same day or the next day in a bank in the name of two officials of the union, usually the president and financial secretary.

3. Bills should be paid by checks made in the form of vouchers if possible. Then there can be no possibility of paying bills twice. The simplest voucher is a check with a place on the face of it for writing what the payment is for. Then when the check is endorsed it is a legal receipt for the payment.

Of course, all checks must be signed by both the officials who control the checking account. The two officials who sign checks should have power to spend small amounts of union money for emergency purposes but all large or unusual expenditures should be voted on first by the union.

4. Union dues should be paid by check in the same manner as other bills or obligations unless otherwise required by your International, State Federation, District or Central Union.

## What Is the Workers Education Bureau?

The Bureau is a clearing-house of information on Workers' Education. It was established in April, 1921, by trade unionists and teachers interested in the promotion of this movement in the United States.

## The Aims of the Bureau Are:

To collect information relative to efforts at education on any part of organized labor; to cooperate and assist in every possible manner the educational work now carried on by the organized workers; and to stimulate the creation of additional enterprises in labor education throughout the United States.

To act as a publicity organization.

To serve as a registration bureau for teachers in the different educational centers.

To make a careful study of the problems of text-books and other class-room materials.

To prepare syllabi and outlines for courses which could be recommended to the different educational centers.

To make a careful study of the best methods of pedagogy for different workers' educational enterprises.

## The Annual Membership Dues Are As Follows:

International and National Unions.....	\$25.00
State Federation of Labor or Other State Labor Organizations .....	20.00
City Central Unions, District Councils.....	10.00
Local Unions, Cooperative Associations.....	5.00
Labor Educational Enterprises.....	10.00
Student Associations .....	5.00
Associate Members .....	2.00
Student Members (Study Classes).....	1.00

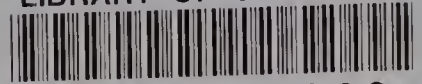
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